

# Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra  
P. O. Box GP 760, Accra, Ghana Tel. No.: (030) 2712456-8; 7010110 Fax: (030) 2712454

November 3, 2015

TO ALL BODIES OF ELDERS

Re: Adjustments to Kingdom Hall Maintenance Procedures

Dear Brothers:

This letter is to inform you of some adjustments that have been made with respect to the maintenance inspection and its procedures for our Kingdom Halls. We want to first take this opportunity to show appreciation for the significant improvements we see in the attitude towards the maintenance of our Kingdom Halls around the country. We have seen many group overseers and individual elders set a fine example for the flock by their personal involvement in cleaning. We have also seen many operating committees get better organized with scheduling maintenance and repairs as well as managing funds set aside for this purpose.

Up until this time, congregations are required to carry out annual inspections of their own hall and to send their report to the branch using the Kingdom Hall Maintenance/Safety Checklist (CN-14) form. Then every two years, the congregations would receive visits from maintenance inspectors assigned by the branch office to assist with the maintenance requirements and policies for the hall.

We are by this letter informing you that *effective immediately*, the CN-14 form will no longer be used to report maintenance conditions of Kingdom Halls. Congregations will neither be required to fill this form nor to send it to the branch office. Does this then mean that less emphasis should now be placed on the maintenance of Kingdom Halls? *That will not be the case at all.*

In the coming year, the two-year visits by assigned skilled LDC volunteers will continue. This visit will be held at your Kingdom Hall. While operating committee members should definitely be available for this visit, the bodies of elders are reminded that they are primarily responsible for the maintenance and general appearance as well as the safety of the Kingdom Hall. Therefore, we recommend that all elders arrange their affairs to be present for these visits as well. The visit will ensure that the congregations are actively doing all they can to keep the halls in good repair. A new form, *Facility Condition Survey (DC-96)*, will be used by the skilled LDC volunteers to report the condition of the hall to the branch office. Elders will be trained to use the new form to carry out their own inspections within the year so that they can be familiar with their responsibility in performing appropriate preventive maintenance as well. A copy of the *DC-96* form (editable) has been made available for download on [jw.org](http://jw.org) website under 'Forms'.

Additionally you will receive notice of scheduled maintenance training visits that will be held at your Kingdom Hall or a nearby hall. This visit, unlike the two-year visits by skilled LDC volunteers sent by the branch office, will focus on providing hands-on-training on different maintenance jobs like caring for sound systems, toilet cisterns, door locks and hinges and other such routine repairs. Elders should ensure that members of the operating

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committee are available for this visit. Emphasis will be given to safety, and to identifying and training younger volunteers with the appropriate skills. This will ensure that maintenance schedules and jobs can be followed up and handled properly. Please encourage both skilled and unskilled brothers and sisters in your congregations who are in good standing to attend these training sessions when they are scheduled. You will be receiving notifications of the maintenance training visits in due time. It will detail the *location, date* and *time* of the training and in what specific areas training will be given.

We are confident that you will receive these adjustments with enthusiasm. (Ps 122:1) Your whole-souled support of this arrangement will ensure that dedicated funds spent on our Kingdom Halls are not wasted. We thus show our deep respect and appreciation for the precious resources Jehovah has provided for his work to be done.

We send along with this letter a warm expression of our love and best wishes.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

c: All Circuit Overseers  
Two-Year Inspection teams  
LDC Field Representatives  
LDC Group Overseers